



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
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Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

March 1, 2010

To: Supervisor Gloria Molina, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

## **RECORDS MANAGEMENT PROGRAM (FEBRUARY 18, 2003 BOARD AGENDA, ITEM NO. 15) – STATUS REPORT**

On February 18, 2003, your Board instructed the Chief Executive Office to report back with an overall plan for maintaining and preserving County records and archives, including cost estimates. In June 2008, we executed an Agreement with Deloitte Financial Advisory Services, LLP (Deloitte) to assist the County in establishing the County's Records and Archives Program (Program). Our engagement with Deloitte ended on September 30, 2009, and it resulted in significant accomplishments moving the County's Records Management Program forward.

The Program resulted in the deliverables listed below. The first two (Policy) items, and the retention schedules, will require Board approval.

- Records and Archives Policy;
- Electronic Records Policy;
- Departmental Records Retention Schedules;
- Records and Archives Program Plan;
- Program Staffing Report;
- Records Center Report;
- Evaluation of General Records Retention Schedule;
- Retention Schedule Citation Table;
- Artwork Management Methodology Report;
- Archival Records Management Guidelines;
- Records Management Automation Report;
- Web Content Management Report;
- Program Communications and Training Plan;
- County Records Manual; and
- CEO Records Manual (as example for department-level manual).

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Each Supervisor  
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We had discussed with the Registrar-Recorder/County Clerk (RR/CC) the appropriateness of that Department assuming the role of Countywide Records Coordinator in implementing the program and policies referenced above. However, the severe budgetary constraints we are facing have prevented us from identifying the necessary resources RR/CC would need to take on this role. Therefore, establishment of a formal, fully-staffed central County Records Coordinator operation will need to await improved fiscal conditions.

In the interim, we will continue to coordinate and chair regular meetings of County Departmental Records Coordinators to assess implementation progress, address issues, answer questions, and discuss next steps. Since our last status report dated August 13, 2009, we have held two meetings with the Departmental Records Coordinators.

We are now finalizing the General Retention Schedule (GRS), and will be submitting the GRS, departmental records retention schedules, and the Records and Archives Policy for your Board's approval. The next status report will be provided to your Board on or before June 30, 2010.

If you have any questions or require additional information, please have your staff contact Ellen Sandt at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov) or Kary L. Golden at (213) 974-1319 or [kgolden@ceo.lacounty.gov](mailto:kgolden@ceo.lacounty.gov).

WTF:ES:MKZ  
FC:KG:pg

c: All Department Heads  
Chair, Historical Landmarks and Records Commission